

West Virginia Transportation Coordinating Council

January 4, 2007

Minutes

Call To Order:

Members Present: David Bruffy, Susan O'Connell, Deloris Wilder, Penney Hall, Ben Shew, Vanessa VanGilder, Jackie Chellew, Dan Hartwell, Phil Edwards, and Mr. Elliott representing Jackie Chellew, Bill Davis and Ruth Wagner.

Guest: Lynn Walker, Manager, Eastern Panhandle Transit Authority

Reading and Approval of October 5, 2006 Minutes:

The meeting was called to order by Chairperson, Susan O'Connell. Dave Bruffy requested the October minutes reflect that he was present for the meeting. Dan Hartwell made a motion to accept the minutes with the correction. Phil Edwards 2nd the motion and the motion was carried.

Committee Reports:

There were no committee reports.

Susan distributed the following materials for council members to review:

- List of Legislative members of the Finance and the Roads and Transportation Committee.
- Copies of the United We Ride Grant balances (including the Mobility Manager Grant)
- United We Ride Final Policy Statement on Vehicle Resource Sharing and;
- PanTran Achievements

Susan reported that local meetings have been held statewide by the Planning Councils. She has received most of their drafts for coordination plans. The Planning Councils have been productive in bringing people to the table. Most plans are in draft or adoption.

Susan asked Council members to review the information on Vehicle Resource Sharing, which is a first step to coordination of transportation.

Status of FTA Coordination Plan

Lynn Walker gave a brief presentation of the status of the Mobility Manager project. She is scheduled to present her plan to Senator John Unger, Secretary Martha Walker, and Kathy Boylan, Community Services Manager for Bureau for Children and Families in Berkeley County. She hopes to be able to purchase software to keep track of scheduling transportation.

Old Business:

Susan reported that she has contacted Scott Cosco of the Governor's Office regarding a Council vacancy. The Governor's Office has not made an appointment to the vacancy.

There was considerable discussion on "how to spend" \$10,000 from the UWR grant. The Council agreed to form a committee to plan an educational workshop. The Committee is comprised of Dan Hartwell, Jackie Chellew, Penney Hall, Debra Smith and Susan O'Connell. The Committee agreed to submit a report at the next quarterly Council meeting to be held April 5, 2007.

New Business:

Vanessa VanGilder reported Transportation Day at the Legislature is January 16, 2007.

Adjournment:

The meeting was adjourned by Susan O'Connell. The next quarterly Council meeting will be held April 5, 2007 at the State Capitol, Building 5, Room 122 @ 10:00 – 12:00 noon.

Submitted by *Deloris Wilder*

West Virginia Transportation Coordinating Council
April 5, 2007
Minutes

Call To Order: Susan O'Connell, Chairperson called the meeting to order.

Members Present: Susan O'Connell, Deloris Wilder, Penney Hall, Vanessa Van Guilder, Jackie Chellew, Dan Hartwell, Phil Edwards, Sid Murphy, Mary Jane Bowling, Bill Davis and Ruth Wagner.

Guest: Angela Vaught, Centers for Excellence & Independence
West Virginia University

Reading and Approval of January, 07 Minutes:

Penney Hall made a motion to approve the minutes. Dan Hartwell 2nd the motion and the motion was carried.

Committee Reports:

There were no committee reports.

Status of FTA Coordination Plans:

Susan reported the coordination plans continue to be reviewed. Many of the plans are in draft format. Funding of these plans will be discussed at a meeting to be scheduled in May or June, 2007.

**Report On Mobility Manager Project by Lynn Walker,
Manager Eastern Panhandle Transit Authority (PANTRAN):**

Lynn was ill today. A report of her progress was distributed to Council members. The Council reviewed her report. Phil Edwards agreed to research the OMBs regarding cost allocation and report to the Council. The contract committee agreed to have a conference call to discuss the status of the Mobility Project in late May.

Old Business:

- a. Report from Committee on how to spend the remaining UWR funds - Due to a conflict in scheduling, the Spending Committee did not meet. Susan suggested the Committee set a date to discuss the spending of the remaining UWR \$10,000 funds. Further action by the Council will be considered upon hearing from the Spending Committee.

New Business:

- a. CTAA Coordination Institute Application – An opportunity to apply for the CTAA Coordination Institute to be held in Washington, DC August, 2007 was presented to the Council. The Institute will provide strategies and models for consideration of an action plan to implement coordination. A WV team was formed and the application submitted on March 13, 2007. To meet application requirements the team will consist of Deloris Wilder, representing senior services; Vanessa VanGilder representing disability services, Mary Jane Bowling representing Workforce Investment, Jennifer Woodall representing public transportation and Becky Poe representing NEMT. The WV team name will be "Crossing Every Mountain." If selected to attend the Institute, the team will be notified by April 30, 2007.

Vanessa VanGilder reported Transportation Day at the Legislators for next year is January 30, 2008.

Adjournment:

The meeting was adjourned by Susan O'Connell. The next quarterly Council meeting will be held July 5, 2007 at the State Capitol, Building 5, Room 122 @ 10:00 – 12:00 noon.

Submitted by *Deloris Wilder*

West Virginia Transportation Coordinating Council
July 5, 2007
Minutes

I. Call To Order: Susan O'Connell, Chairperson called the meeting to order.

Members Present: Susan O'Connell, Deloris Wilder, Vanessa VanGilder, Sid Murphy, Bill Davis, Deborah Smith, & Dave Bruffy.

Guest: Lynn Walker, Eastern Panhandle Transit Authority (PAN
TRAN)
Leslie

II. Reading and Approval of January, 07 Minutes:

Sid Murphy made a motion to approve the minutes. Bill Davis 2nd the motion and the motion was carried.

III. Committee Reports: There were no committee reports.

IV. Status of FTA Coordination Plans:

Susan reported the coordination plans have all been approved with the exception of one plan.

V. Report On Mobility Manager Project by Lynn Walker, Manager Eastern Panhandle Transit Authority (PANTRAN):

Lynn reported that she has had no success, after multiple attempts, to request transportation/trip information from the Department of Health & Human Resources for Berkley and Jefferson County. She indicated that she has laid the ground work for a line of credit with a local bank, if needed. She also reported that her original proposal can be found on the WVPTA website.

Lynn reported that she has been promoting the coordination of transportation to the Parks & Recreation, local libraries, senior centers, and St. Joe's Catholic School.

Leslie reported efforts to coordinate transportation have been made with the local college to promote Ride Share and to Shepherd Campus for route and campus schedule during orientation. A rider survey was conducted on June 21-22 during "Dump the Pump Day" for a survey of riders.

PanTran has determined that survey software is extremely expensive and will not be purchased unless the rider survey can justify the expense.

VI. Old Business: Deborah Smith reported some discussion has taken place, with the Spending Committee, to utilize the remaining UWR grant funds. A recommendation will be sent to Council members for approval by August 1, 2007.

VII. New Business: Dave Bruffy reported that the West Virginia Public Transportation Association annual meeting will be held August 1, 2, and 3 in Huntington, WV.

Vanessa VanGilder, Debbie Smith, Bill Davis, and Jeb Corey attended the Project Action Mobility Planning Services Institute held in Washington, D.C. in May, 2007. Their team developed an action plan with a focus on increasing accessible transportation opportunities for people with disabilities. The three outcomes to achieve are (1) Increase accessible options for transportation through partnering with local taxi companies and volunteers; (2) Initiate a volunteer transportation program and (3) Research current state code and PSC rules concerning accessible transportation.

Susan reported there is no indication that UWR funding will be available in the near future.

VIII. Adjournment: The meeting was adjourned by Susan O'Connell. The next quarterly Council meeting will be held October 4, 2007 at the State Capitol, Building 5, Room 122 @ 10:00 – 12:00 noon.

Submitted by *Deloris Wilder*

West Virginia Transportation Coordinating Council
October 4, 2007
Minutes

I. Call To Order: Susan O'Connell, Chairperson called the meeting to order.

Members Present: Susan O'Connell, Deloris Wilder, Sid Murphy, Bill Davis, Mary Jane Bowling, Dan Hartwell, John Davidson, Jeb Corey, and Ruth Wagner. Guest: Lynn Walker, PAN TRAN

II. Reading and Approval of July, 07 Minutes: The WVTCC agreed to accept the July 07 minutes.

III. Committee Reports: There were no committee reports.

IV. Report on Mobility Manager Project:

Lynn Walker with PAN TRAN reported \$20,605.67 remaining from the UWR grant funds. She requested the Council permit her to continue utilizing the funds through December, 07. Coordination efforts in Jefferson and Berkeley counties continue as follows:

- Have received NEMT numbers from DHHR - approximately \$553,000;
- Following up with PAN TRAN board member suggestion to pursue foundation money;
- Continue to pick up seniors at the housing complex to transport to senior centers;
- Working with local DHHR to provide transportation for TANF clients;
- Transporting children who attend private schools
- Met with Berkeley County Parks and Recreation Director. He agreed to list PAN TRAN as a provider for youth programs.
- Attended several college/career fairs to promote PAN TRAN

- Met with several businesses who have agreed to share our schedules to their employees as an alternate means of transportation to their worksites.
- Have had little success with Ride Share Program, but will continue to pursue this program.

Lynn expressed her appreciation for the opportunity to work with members of the Council and the Division of Public Transit.

Dan Hartwell made a motion to extend the funding cycle for Lynn's project until December 31, 2007. Deloris Wilder 2nd the motion and the motion was carried.

V. Old Business: There was no report from the Spending Committee. Bill Davis made a motion to spend the \$10,000 on the continuation of the PAN TRAN project. Ruth Wagner 2nd the motion and the motion was carried.

Lynn was most appreciative and agreed to have a proposal for the Council by December 10, 2007.

VI. New Business: The Council was in agreement to move the July meeting date to July 10, 2008 in lieu of July 4th Holiday.

As chair of the Council, Susan reported she will be giving a report of the WVTCC activities to the West Virginia State Legislators. Susan asked Deloris Wilder to continue as secretary for the Council during 2008. She agreed.

VII. Adjournment: The meeting was adjourned by Susan O'Connell. The next quarterly Council meeting will be held January 3, 2008 at the State Capitol, Building 5, Room 122 @ 10:00 – 12:00 noon.

Submitted by *Deloris Wilder*